

All:

The Department of Budget and Finance (DBF) has completed almost all tasks for our FY21 year-end close! For GEARS, the of the last tasks was to set up the prior year budgets and complete the roll of our encumbered and accrued POs in the system. Budget and Finance has been working hard on this process for the past couple weeks. As of today, the roll process for encumbered and accrued POs and their associated lines has been completed. While the full year-end process went smoothly, we always look for ways to improve on the processes, as well as communication. However, it is really important that all users stay current on year-end information, important dates and details, and their procurement document monitoring and budget monitoring throughout the fiscal year. For example, we still had hundreds of POs with zero or small balances that should have been closed before year-end and we had receipts tied to POs in which the receipt was only partially vouchered. All of these types of items require additional analysis, time and further work within a very time-sensitive period. An in-depth analysis of open PO balances and their anticipated usage through year-end should be completed by users no later than the end of the third quarter of each year (March) with PO adjustments requested as required. This allows DBF to capture accurate year-end projection numbers Judiciary-wide.

All of the rolled encumbered and accrued POs have been removed from “hold” and are available for use in vouchering at this time. Notices will be distributed soon with specific information regarding your POs that were encumbered or accrued and the related appropriation year (AY). If entering a voucher for an accrued invoice, not associated with a PO, please be sure to check the Accrual Voucher checkbox (shown below) to receive a valid budget status.

**GEARS**  
MARYLAND JUDICIARY

Invoice Information | AOC MD Payment | Payments | **Voucher Attributes**

Business Unit: MDJUD  
Voucher ID: NEXT  
Voucher Style: Regular Voucher  
Invoice Date:

Invoice No:   
Accounting Date: 08/13/2017  
Pay Terms: NET00  
Basis Date Type: Acct Date

Vendor ID:   
ShortName:   
Location:   
\*Address:

Control Group:   
☒ **Accrual Voucher**

Save Action:

Please remember that all FY21 POs, unless encumbered or accrued, will be closed and will not be available for use in FY22. Previous year-end notifications requested users to have requisitions and POs completed on a fiscal year basis and users were instructed to create new FY22 requisitions for any POs that crossed fiscal years. If you are not sure of the status of a PO or experience any trouble processing vouchers, please contact me, DBF, DPCGA or Service Now for assistance. Any other questions, please let me know.

On a very positive note, each year we continually improve on the overall year-end processing within the GEARS financial system and have once again finished timely! Much of this is due to the work and dedication that each of you has put into the process, as well as all of the staff within the AOC Departments and of course, the wonderful staff in my office! We greatly appreciate all of your efforts and cooperation. The GEARS team continues to welcome your input on processes and possible improvements.

Great job everyone!

Thank you,  
Tammy



**Tammy Sitar**

Director, Budget and Finance  
GEARS, Project Team  
Administrative Office of the Courts  
187 Harry S. Truman Parkway  
Annapolis, MD 21401  
P | 410-260-1419  
C | 443-496-2926  
[tammy.sitar@mdcourts.gov](mailto:tammy.sitar@mdcourts.gov)